

Arizona Department Of Water Resources

Tucson Active Management Area

**2000 WATER SUPPLY AUGMENTATION
GRANT APPLICATION**

Application Deadline: March 31, 2000

AUGMENTATION ASSISTANCE GRANT SELECTION CRITERIA

All applications will be evaluated by the Ground Water Users Advisory Council (GUAC) and the Director using the following selection criteria. Certain criteria may be given greater weight; any weighted system shall be applied consistently to each application. The GUAC will set the weighting system before reviewing the applications.

Minimum Criteria

1. **Benefits.** The GUAC considers how well the proposed project contributes to solving significant regional or critical area water supply management problems. Specifically, the GUAC considers the extent to which the project contributes to attainment of the Tucson AMA's Third Management Plan (water supply) Augmentation and Recharge Program goals. The goals include:
 - Encourage and facilitate the replacement of groundwater use with the efficient use of renewable supplies (e.g. effluent and CAP) throughout the AMA.
 - Improve or maintain groundwater conditions in areas of the AMA experiencing or projected to experience significant negative impacts due to changes in the water levels.
 - Maximize the storage of CAP water to offset future shortages.
2. **Economic feasibility.** Economic feasibility considerations may include the ability of the applicant to obtain funds and/or in-kind services from other sources for the project, the firmness of funding and in-kind contributions from these other sources, and the overall financial ability of the applicant to complete the project.
3. **Cost effectiveness.** Considerations may include project value compared to similar projects with similar goals, whether the project could be combined with proposed or ongoing projects resulting in cost and human resource savings, and the cost of the project relative to the perceived value of the extent and duration of water supply increase projected as a result of the project, if any.
4. **Public benefits and community support.** Considerations include the scope and distribution of public benefits, and degree or likelihood of community support for the project. Projects with broad, positive potential economic, environmental, and/or social impacts and strong community support are preferred over controversial projects or projects with narrow benefits. Considerations may include water use sector equity and whether the immediate beneficiaries have other means to accomplish the goal of the project.
5. **Institutional Feasibility.** The proposed project must comply with any legal and regulatory requirements. Grant applicants need not possess nor have applied for any permits required to do the proposed project, but there should be a high likelihood of success of obtaining the permits. Institutional considerations may include, but are not limited to: land ownership or ability to secure necessary leases or access permits; rights to source waters; future ability or rights to recover stored water; and local, state, and federal regulatory compliance.

Additional Evaluation Selection Criteria

- A. Extent of transferable benefits of the project.** Considerations may include whether the proposed project provide benefits to other projects, areas, and/or anticipated future activities. Transferable information and results may be technical, economic, or institutional.
- B. Quantifiability and potential volume of water supply benefits.** Considerations may include the ability to monitor water supply augmentation benefits during and after implementation of the project. The GUAC may consider both near-term (1 to 2 years) and long-term (over ten years) water supply benefits resulting from implementation of the project.
- C. Efficient use of additional supplies.** Considerations include the beneficial and efficient use of any additional water supplies resulting from the project. Efficient use includes consideration of water quality. Does the project provide water supply management benefits from improved matching of water supplies of different quality with water users' quality needs?
- D. Demonstration of Innovative Technology/Concept.** Does the proposed project provide any unique and innovative technologies, methods, or concepts that may help water users and/or the Department attain water supply augmentation goals. The innovation must be economically and institutionally feasible. Whether the method or technology could be efficiently and effectively applied elsewhere is a transferable benefit (see A).
- E. Environmental and Resource Impacts/Benefits.** This criterion may include, but is not limited to, potential project impacts or benefits to: riparian or other ecosystems; existing contamination plumes; potential contaminant sources; flood potential; erosion potential; historical resources; and archaeological resources.
- F. Project Duration.** Preference will be given to projects that can be developed and implemented within one year of the date of contract execution. If the proposed project would continue for longer than a year, potential availability of future alternative funding sources is a consideration.
- G. Demonstrated need for Augmentation funds.** Is it likely the project would not be implemented without augmentation assistance funding?
- H. Access to Alternative Funding Sources.** The dollar amount of funding and in-kind contributions from each funding source. In-kind contributions may include labor, equipment, supplies, and water acquisitions.
- I. Experience and qualifications.** Considerations include relevant qualifications and experience of key personnel, experience and success as a team (if a cooperative project), and past success with similar projects. Information on qualifications and experience of proposed subcontractors may also be considered.
- J. Clarity, completeness, and overall quality of proposal.** Grant proposals should be clear, concise, organized, and readable. A reader should be able to quickly pick out the purpose, goals, benefits, approach, and deliverables (e.g. reports, presentations, brochures, and other work products). Supporting materials should be relevant.

Special Preference Points

The Groundwater Users Advisory Council (GUAC) may choose to give special preference points to certain types of projects. These special categories may change from year to year. The number of extra preference points given to any proposal are subject to the discretion of the GUAC.

DEPARTMENT OF WATER RESOURCES

400 W. Congress, Suite 518

Tucson, Arizona 85701

APPLICATION FOR AUGMENTATION ASSISTANCE

1. Type of Project: <input type="checkbox"/> Information & Education <input type="checkbox"/> Research <input type="checkbox"/> Feasibility Study <input type="checkbox"/> Other _____		2. Grant ID No.: AMA affected by Project: Tucson AMA		3. Date received by AMA:	
4. Applicant Information - Legal Name:		Organizational Unit:			
Address (city, state and zip code):		Name and telephone number of the person to contact on matters involving this application (give area code):			
5. Employer Identification Number (EIN): ____ - ____		6. Purpose of Project:			
7. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, circle appropriate letter(s) A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify) _____					
8. Proposed Project: Start Date:	Ending Date:	9. Estimated Funding: a. ADWR	\$		
		b. Applicant	\$		
		c. Other (Total from budget page)	\$		
		d. Total	\$		
10. To the best of my knowledge and belief, all data in this application/reapplication is true and correct. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.					
a. Typed name of Authorized Representative		b. Title		c. Telephone Number	
d. Signature of Authorized Representative				e. Date Signed	

Budget Year_____ Project Title _____ Name of Applicant _____

BUDGET INFORMATION -- Augmentation Assistance

Section A - Budget Categories

Object Class Categories	Grant Program, Function or Activity					Total (5)
	(1) ADWR	(2) Applicant	(3) "Other"	(4) "Other"	(5) "Other"	
a. Personnel	\$	\$	\$	\$		\$
b. Fringe Benefits						
c. Travel: In State						
Out of State						
d. Equipment						
e. Supplies						
f. Contractual						
g. Construction						
h. Other						
i. Total Direct Charges (sum of a-h)	\$	\$	\$	\$	\$	\$

Section B - Forecasted Cash Needs

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
State	\$	\$	\$	\$	\$
Other					
TOTAL	\$	\$	\$	\$	\$

AUGMENTATION ASSISTANCE APPLICATION

INSTRUCTIONS

Augmentation Assistance Grants are available for projects conducted within the boundaries of the Tucson Active Management Area (AMA), though exceptions may be made for projects whose results are clearly, directly and beneficially transferable to the Tucson AMA. Capital improvements for individual water users will not be considered for funding unless there is transferable technology or new data generated. See attached map for Tucson AMA boundaries.

Complete the Application as Follows:

- A.
1. Self-Explanatory
 2. Grant I.D. number if renewal or revision, otherwise leave blank
 3. To be completed by ADWR
 4. Legal name of applicant, name of primary organizational unit which will undertake the activity, complete address of applicant and the name and telephone number of the primary contact person.
 5. Enter the employee identification number (EIN) as assigned by the Internal Revenue Service or the Applicant's Social Security Number (if individual).
 6. Provide a brief narrative description of the project's purpose
 7. Check appropriate space and circle the appropriate letter(s)
 - "New" means new assistance application
 - "Continuation" means additional funding needed and/or the Budget period must be extended to complete or continue the project.
 - "Revision" means a change is desired in the existing project or associated budget.
 8. Self-Explanatory
 9. Enter the amount to be contributed during the budget period by each contributor. If your proposal has financial or in-kind contributions from several **Aother®** entities the contributions should be **combined into one total** on the application form. If the action will result in a dollar amount change to an existing award, indicate **only** the amount of change. ***For decreases, enclose the amount in parentheses.***
 10. To be signed by the authorized representative of the applicant.
- B. Applicants must complete the Budget Information form. **If applying for a multi-year grant, please make sufficient copies of the original blank form, and complete a separate sheet for each year.** Print the grant year and project title at the top of each form.

“Section A - Budget Categories” summarizes how funding from each source will be used by category. Column (1) is for the proposed ADWR grant funds, column (2) is for the Applicant’s funds; and columns

(3), (4)& (5) are for any other funding sources. Labor costs are to be broken down into personnel wages or salary (line a) and fringe benefits such as health insurance (line b). Travel costs (line c) must be directly related to the accomplishment of the project tasks. Equipment (line d) includes purchase or rental of necessary equipment. Expenses for other supplies goes on line e, contracted services on line f, and construction on line g. Any proposed telecommunications, photocopying, shipping and other expenses that do not fall into the previous categories can be entered on line h, with explanation of these "other" expenses in the detailed budget. If there are no proposed expenses in a given category, put a zero in the boxes for that line. Total each column and line.

The second part of the form, "Section B - Forecasted Cash Needs" summarizes quarterly cash needs (budget excluding the value of in-kind services). Enter the amount of cash requested from ADWR, by quarter, during the budget period, on the "state" line. The number of quarters should correspond with the budget period on page 4, line 9 of the application form. Enter the amount of cash from all non-ADWR funding sources by quarter on the "other" line and total each column.

This summary form does not provide sufficient information to evaluate the cost effectiveness of your proposal. A detailed budget breakdown must be included in your proposal. The detailed budget provides specific information on each financial or in-kind contribution. The detailed budget is often easiest to present as a table. The scope of work may succinctly provide further description of the cost items.

- C. In addition to completion of the application forms, all grant applications must contain a written proposal that includes at a minimum: purpose and goals; approach; scope of work; detailed budget; schedule; experience; and a summary of program benefits as they relate to the evaluation criteria (see application packet). Simple proposals can be adequately presented in two or three pages. Complex proposals may be succinctly presented in six or seven pages. Please do not exceed ten pages. Incomplete proposals may be disqualified from consideration.

The following information is to assist you in organizing and preparing your proposal. The examples do not reflect any funding preference for specific types of projects (See Notice of Grant Application Process for current funding preferences).

1. Statement of Purpose and Goals

One paragraph description of the purpose of the grant. What is the water supply problem that this work will address? What are the specific goals of the project? What do you expect to accomplish?

2. Approach/Introduction

Briefly summarize the strategy for achieving the goals of the project. Summarize the methods necessary to accomplish the project tasks. Identify what work will be subcontracted, if any. This is a brief introduction to your work scope. The details will be in the next section.

3. Scope of Work

Break the scope of work into tasks. The number of tasks depends on the complexity of the project. Breaking the scope down into tasks makes it easier for both the grantee and ADWR to track progress and budget. Each task must have at least one deliverable (typically progress reports, but may include presentations, participation in meetings, posters, brochures, and other products) to demonstrate progress. For each Task, describe who, why, where, how and when. The task descriptions must be detailed and clear enough to show that this scope of work will achieve the goals of the project.

4. Budget

The application must include sufficient budget detail to determine if the requested funding amount is warranted, and if the proposal is cost effective. Please provide a detailed budget. The budget should be broken down by task. The budget can be presented as a table with sections for each task, and columns for the expense category, a brief description of the item, amount, the unit of measure, unit costs/rates, and subtotals. Indicate if any subcontracted services were quoted as lump sum.

Describe how cash contributions by Aother@ cooperators would be used. Describe in-kind contributions to the project (equipment, vehicles or staffing hours) and their approximate value. This budget information is in addition to the budget information on the application form and will assist in determining the cost effectiveness of the proposal and matched funding. Briefly explain why this program might not be implemented without augmentation assistance grant money.

Note: The Department will not pay for any indirect costs (overhead). The Department will not pay for travel which is not directly related to the accomplishment of the project tasks.

5. Schedule

Summarize the proposed schedule. From the contract start date, when would each deliverable be submitted?

6. Benefits

Describe the benefits of the project.

What are the water supply management benefits to the Active Management Area, subarea of the AMA, specific population, or type of water user? Will the results be transferable? Does the project demonstrate a method or technology that solves a significant problem? Does this project enable water users and water resource managers to accomplish something new, faster, cheaper? Does it fill a data gap? Is there transferable technology or methods? Would the project provide a direct increase in the water supply or more efficient use of supplies? Are there economic or institutional benefits? Does the project reduce an impediment to the storage or use of renewable supplies?

7. Experience/Qualifications

Brief description of relevant experience and/or resumes highlighting relevant experience.

All applications must be received at the following address no later than **5 p.m. March 31, 2000**. Late applications will not be accepted for consideration.

You must submit one unstapled original and ten unbound copies of your application assembled in this order:

1. Application form
2. Budget Information form
3. Your cover page (do not put on top)
4. Proposal
5. Resumes, letters of support, and/or other supporting materials you care to provide.

Submit the set of complete applications to:

Arizona Department of Water Resources, TAMA
Attention: Denise Wieland
Augmentation Assistance Grant
400 W. Congress Street, Suite 518
Tucson, Arizona 85701

The proposal must include sufficient information to evaluate it against the criteria set forth in the public notice. Selection criteria may vary between Active Management Areas. If you need assistance in completing these forms, contact Denise Wieland in the Tucson Active Management Area office (520) 770-3800.